



Town of Herndon Annual Report

FY 2006

Executive Summary

Message from the Town Manager

It is a pleasure to present an executive summary of the Town of Herndon's Annual Report for FY 2006. As in the past, the Annual Report not only highlights the major efforts of the staff and Town Council, but it also vividly underscores the amount of effort required to maintain the level of service our citizens have come to enjoy.

The one constant in FY 2006 was change. New facilities opened, planning for others continued, the day worker site opened, a milestone election occurred, overcrowding enforcement and penalties increased, ordinances were prepared and passed and the Downtown Plan advanced, slowly but surely.

Through it all, the Town's Management Team was strengthened by new talent and continued to work together as a collaborative unit. Changes in the Town's elected leadership have meant new priorities and preferences, which the Management Team and I continue to incorporate into our daily work activities.

The Town of Herndon is an exceptional community. Citizens are well educated and have high expectations for quality services. That has **not** changed. In FY 2006, the Town continued to look for new ways to apply available resources to increasing service demands, in a community in need of sustainable progress on many fronts. A tall, but fillable order.

I hope you find the Annual Report useful. I believe it clearly demonstrates our commitment to provide the highest level of service to citizens, businesses and visitors.

Sincerely,

Stephen F. Owen
Town Manager



Community Development

FY 2006 was a year of continuing development in the Town and one of increased activity in the area of zoning. There was a major focus on redevelopment in the Downtown, brought on by the submission of an unsolicited proposal for a **public-private redevelopment project** under the Virginia Public Private Educational Facilities and Infrastructure Act (PPEA). The **Community Development Department** engaged consultants and worked on the multi-phase PPEA review process over the course of the year; in addition, staff worked on a land trade between the Town and a private entity in order to bring land formerly owned by Dominion Virginia Power into the PPEA project area. And the project to enhance the

Downtown Streetscape moved forward, in collaboration with the Department of Public Works. By the end of FY 2006, Phase 1 of the project, which calls for streetscape improvements around Town Hall Square and along Elden, Lynn and Station Streets as well as crosswalk realignment and signalization at the W&OD trail crossing on Elden, was ready to be put out to bid.

The **Zoning Ordinance Rewrite Project (ZORP)** was completed in FY 2006. The rewritten zoning ordinance was adopted by the Town Council in March 2006, with an effective date of July 1, 2006. A set of new fees for zoning and subdivision services was adopted in June. The new ordinance addresses both residential and commercial



FY 2006 FAST FACTS

- ?? **14** Special Planning Commission Work Sessions on the ZORP
- ?? **7,000** Mailings Informing Citizens About the ZORP
- ?? **373** Zoning Inspections of New Businesses
- ?? **200** Building Permits Approved
- ?? **226** Public Notice Signs Prepared
- ?? **1,890** Illegal Signs Removed from Public Rights-of-Way
- ?? **166** Complaints Regarding Vehicle Violations
- ?? **161** Complaints Regarding Vehicle Violations Closed
- ?? **269** Complaints Regarding Excessive Occupancy
- ?? **201** Complaints Regarding Excessive Occupancy Closed
- ?? **17** Consecutive Years the Town Received a "Tree City USA" Award

zoning districts and provides updated regulations for new development, redevelopment, infill development, home occupations, placement of decks and accessory structures and more. Among new features in the ordinance are regulations to address downtown transition areas, the placement and maintenance of fences, the placement and maintenance of dumpsters on commercial sites and standards of landmark businesses. Work continues on the Subdivision Ordinance Rewrite Project (SORP) and on scheduled “clean-up” amendments to the new zoning ordinance.



Zoning

enforcement activities continued to ramp up, with the expansion of the enforcement staff and increased attention to the Town’s residential neighborhoods. Two inspectors were added to the Community Inspections Team, including one inspector who reports to the Building Official

and who specializes in building maintenance issues. Increased efforts were made to take excessive occupancy violation cases to court, with six cases taken to court in FY 2006, and efforts in FY 2006 leading to seven cases going to court during the first month of FY 2007. In order to provide

sufficient office space, the Community Inspections Team was moved from the Municipal Center to the Town’s building at 1481 Sterling Road.

The increased number, size and complexity of applications for rezonings, conditional use permits, site plans, and subdivisions

received during FY 2006 reflected the strong economy of the Northern Virginia region, especially with respect to residential development, which began to slacken only toward the end of the fiscal year.

The conditional use permit for the establishment of

an official day worker site represented a significant project for the Community Development Department, requiring extraordinary measures to accommodate the large number of individuals who participated in the public hearings for this application.

Public Works and Capital Projects

In FY 2006, daily operations within the **Department of Public Works** continued to focus on providing a high level of customer service. The Town Shop provided strong support in assisting Town agencies and community groups with special events as well as exceptional first-response services in many emergency situations.

Items of focus in FY 2006 included collaboration with other agencies in enforcing the property maintenance code and trash

ordinances, inspection and enforcement of Stormwater Management Agreement for BMP facilities in Town and assessment of the Town infrastructure to include Town buildings, streets and water and sewer facilities.

Providing quality project management in order to implement the **Capital Improvement Program** in a timely and effective manner has been a high priority in FY 2006. Projects currently in design include the following:

?? Runnymede Nature Center

?? Downtown Streetscape, Phase I

?? Water Line Improvements

- Monroe Street
- Pearl Street
- Quincy Street
- Jackson Street

?? HMC Generator

?? Computer Room Relocation

This past year several significant projects were bid and completed or will soon be completed:

?? Herndon Police Station
(Completed August 2005)

?? Sugarland Run Trail
(Completed October 2005)

?? Relocation of Yellow House
(Completed April 2006)

?? Monroe-Station Drainage Improvements
(Completed May 2006)

?? South Elden Street Improvements
(Completion Spring 2007)



- ?? Van Buren/Grove/Monroe Intersection Signalization Project (Completion September 2006)
- ?? Herndon Community Center Expansion, Phase IV (Completion September 2006)
- ?? Chestnut Grove Cemetery Improvements (Completion Spring 2007)

This coming year, a significant effort will be undertaken by the DPW staff in implementing the pilot CRM system for the Department. This will improve citizen responsiveness as well as better track the use of Department resources.



FY 2006 FAST FACTS

?? 685 Building Permits Issued	?? 194 Requests for Large Refuse Container Rental	?? 160 New Traffic Signs Installed
?? 3,628 Building Inspections Conducted	?? 1,300 Bags of Roadside Litter Collected	?? 1,800 Recycled Christmas Trees Chipped
?? 66 Site Plan Submissions Reviewed	?? 362 Water Meters Installed	?? 549 Requests for Special Collection of Furniture and Appliances
?? 34 Site Plan Revisions Reviewed	?? 4,710 Feet of Sanitary Sewer Relined	?? 1,700 Children in Attendance at Big Truck Week
?? 6,704 Tons of General Refuse Collected	?? 398 Tons of Asphalt Placed to Repair Potholes	?? 310 Feet Required to Move the Yellow House
?? 2,045.26 Tons of Curbside Recyclables Collected	?? 5,038 Miss Utility Location Markings	

Recreation

In FY 2006, the **Parks and Recreation Department** focused on the implementation and completion of capital improvements that have provided new facilities for town residents.

The most significant capital project is the **Phase IV expansion of the Herndon Community Center**.

Groundbreaking ceremonies for the addition were held in September 2005, and construction began in earnest in October. The project was approximately seventy-five percent completed at the end of the fiscal year, with completion expected in fall 2006. The \$4.2 million project provided for an addition of 20,000 square feet encompassing a new entrance into the building and expanded space for general meeting rooms, fitness, arts and crafts, game room, preschool, babysitting, teen room, offices and storage. Throughout the construction, the department has maintained program and facility operations to continue to provide recreation services to the community.

The **Sugarland Run Trail**, completed and opened in FY 2006, lies within the Town and connects the W&OD Trail to the Fairfax County section of the Sugarland Run Trail. Approximately 1 1/8 miles long, the new trail features a paved path, bridges for stream crossings, a board walk and extensive plant and wildlife. The \$1.3 million project, which completes a trail network that extends for several miles, was

Harding Park is the Town's newest facility, located at the intersection of Van Buren and Jefferson Streets. The park is slightly smaller than one-half acre and had been donated to the Town in 2002 by Rucker Development, Inc. The park includes a playground area to serve the adjacent neighborhood. The park was named after Reuben and Barbara Harding, longtime citizens of the Town.



funded by the Town of Herndon with grant support from the Virginia Dept. of Transportation CMAQ Program and the Urban Transportation Allocation, and the Virginia Department of Conservation and Recreation Recreational Trails Grants Program.

The Parks and Recreation Department was recognized with three awards this past year, including the Bronze Award for Best Solicitation Package through the International Festivals and Events Association and two marketing awards through the Virginia Recreation and

FY 2006 FAST FACTS

?? 15,841 Registrations Processed for Classes through Parks and Recreation	?? 82,000 Attendees at the Herndon Festival
?? 4,971 Registrations Processed Online	?? 724 Participants in the Turkey Trot 5K Race
?? 434 Instructional Classes Offered for Children in Core Program Areas	?? 100 Vendors at the Holiday Arts and Crafts Show
?? 150 Businesses Exhibited at the Herndon Festival	?? 1200 Households Mailed Parks and Recreation User Survey
?? 760 Volunteer Hours Logged at the Herndon Festival	?? 98% of Survey Respondents Rating Quality of Program Offerings as Good or Better
?? 9 Virginia Wineries Featured at the Labor Day Jazz & Wine Festival	?? 83,532 Daily Admissions to the Herndon Community Center
?? 31,017 Rounds of Golf Played at the Herndon Centennial Golf Course	?? 4,000 Children Participated in Aquatic Classes

Parks Society: the Herndon Festival Sponsorship Catalog received the Best Promotional Piece for Circular Flyer and the Herndon Fall Program postcard received the Best Promotional Effort for Basic Promotional Piece.

In FY 2006, the **Herndon Centennial Golf Course** continued its operation as a successful enterprise by emphasizing customer-centric behavior, innovation and financial discipline. Operating revenue for this stand-alone enterprise fund was \$1,235,960, exceeding the industry benchmark for courses in its category by more than 40 percent. Total revenue per round, at \$39.73, exceeded the industry benchmark by 11.6 percent. The course was renamed a *Golf Digest* "Place to Play" for the eleventh consecutive year and recognized with a three-star rating.

FY 2006 initiatives at the Herndon Centennial Golf Course included the establishment of Women's Golf Week, complete with complimentary instruction; "Link Up 2 Golf," a free orientation for new players; and a Beginner League. A first-ever annual pass to the course was launched in FY 2006, granting unlimited play for one annual fee.



Public Safety

The **Herndon Police Department** moved all operations into a new facility at 397 Herndon Parkway in August 2005 and a Dedication Ceremony was held in October. The new facility has provided much needed space for the department, as well as expanded public meeting rooms. Many infrastructure and equipment purchases have been funded through local and federal grants. Future plans for the new facility include a sally port, as well as security and video recording upgrades.

The Police Department works closely with Herndon Town staff to proactively address neighborhood concerns and community issues. Various **inter-departmental teams** have formed to seek high standards for quality of life issues for all residents. Some of the groups in which the Police Department is actively involved are the Neighborhood Enforcement Team (NET), the Traffic Engineering and Improvement Committee (TEIC) and the Herndon Neighborhood Action Group (HNAG).

Other Town committees are formed as issues are raised or when situations require a multi-department response. For all major events in Herndon, a unified command response is initiated, and planning meetings are held to brainstorm action plans that are finalized after input is received from department representatives. The unified command approach is a National Incident Command System (NIMS) design for municipalities to respond in an organized fashion to catastrophic incidents, natural disasters or terrorist attacks.

The Police Department received \$255,475 in grant money in FY 2006. These funds were earmarked for an

emergency generator for the Herndon Municipal Center, an Emergency Response Trailer for the Department of Public Works, NOAA weather radios for Town facilities and selective traffic safety enforcement.

In partnership with Herndon Cable Television (HCTV), a monthly cable program entitled **“Policing Our Town”** was launched in March 2006. The program, designed to support the Police Department’s mission of working in partnership with the community, encourages partnerships and provides information about police department programs, functions and crime prevention strategies.





Representatives from Town Departments participated in a regional **Emergency Operations Center Exercise** in January 2006. The exercise, Patriot Challenge II, tested the Town's new center and the Town's ability to respond to a regional terrorist attack. Representatives from the Police Department, Department of Information Technology and Department of Public Works participated in another regional Emergency Operations Center Exercise in June 2006. The exercise, TOP OFF 4, tested the Town's ability to respond to a regional threat and assist the Federal government in exercising their Continuity of Operations Plan.

Representatives from the Police Department, Parks and Recreation, Department of

Public Works and the Fairfax County Fire and Rescue Department met to develop an **Emergency Plan for the Herndon Festival**. A tabletop exercise with various scenarios tested the plan and the Unified Command structure for the festival.

Officers within the Police Department continue to enhance their skills and motivation through the Career Development Program. Five officers currently participate in the supervisory development program at the rank of Corporal.

Members of the Herndon Police continue to pursue the Town's certification as a Certified Crime Prevention Community in the State of Virginia's Certified Crime

FY 2006 FAST FACTS

- ?? **33,060** Calls for Service Logged by HPD Patrol Services
- ?? **220** Cases Investigated by the HPD Criminal Investigation Section
- ?? **34,567** CAD (Computer Aided Dispatch) Entries Logged by HPD Communications Section
- ?? **5,563** Incident Reports Logged by HPD Records Section
- ?? **654** Parking Tickets Issued
- ?? **13** Neighborhoods Participated in National Night Out
- ?? **15** Employees Hired, Including Four Certified Officers
- ?? **1,270** Citizens Fingerprinted as part of Citizens' Support Team

Prevention Community Program. This program was developed by the Governor's New Partnership Commission for Community Safety and the Virginia Department of Criminal Justice Services.

Finance

The Adopted Annual Budget for FY 2006 included a **reorganization of the revenue and procurement divisions** in the **Department of Finance**. Specifically, the FY 2006 budget eliminated the positions of supervisor of purchasing & revenue and the procurement/tax specialist and replaced these two positions with a purchasing agent and a revenue supervisor.

The position of revenue supervisor was filled with a highly qualified in-house candidate. The position of purchasing agent was filled by an equally qualified candidate who possesses a wealth of Virginia local government experience.

The Finance Department's FY 2006 budget also included a new senior accounting technician for the Revenue Division. The duties for this newest position center on the development and implementation of a comprehensive review and collection program for all Town taxes, fees, fines and charges.

In FY 2006, the Town entered into a **legal services retention contract** with Linebarger Goggan

Blair & Sampson, LLP, a collection law firm, to assist the Finance Department in collecting its small delinquent accounts. A majority of these accounts are for overdue parking tickets, "Can It" refuse fees and zoning fines. Finance staff worked with the firm to develop procedures, electronic lists, standard letters and other documents; the collection firm's first demand letter was mailed in early June 2006.

In FY 2006, The Town Council authorized \$4.8 million in general obligation bonds for **financing the Herndon Community Center Phase IV construction project**. Included in the total project costs are an estimated \$4.655 million for construction; \$91,000 in construction-related architectural services; and \$38,000 in materials testing services and other minor ancillary services. The Town's bond issue was part of a much larger pooled bond issued in December 2005 through the Virginia Municipal League/Virginia Association of Counties (VML/VACo) Bond Finance Program. The bonds have a twenty-year payback period and achieved an overall interest rate of 4.39 percent.

FY 2006 FAST FACTS

- ?? **\$36,756,861** – Town's Annual Budget
- ?? **\$.25** per \$100 of Assessed Value – Town's Real Estate Tax Rate
- ?? **\$.0** per \$100 of Assessed Value – Town's Personal Property Tax Rate
- ?? **\$662,000** – Revenue Earned Via Cellular Telephone Tax
- ?? **\$1,040,000** – Revenue Earned Via 1.5 Percent Meals Tax
- ?? **1,667** Town Business Licenses Notified, Processed and Renewed
- ?? **15,500** Vehicle Decals Sold or Transferred
- ?? **14,516** Payroll Checks Issued
- ?? **15** Consecutive Years the Town Budget, Produced by the HR Department, Received GFOA's "Distinguished Budget Presentation Award"
- ?? **31** Consecutive Years the Town's Comprehensive Annual Financial Report (CAFR) Received GFOA's "Certificate of Achievement for Excellence in Financial Reporting"

In August 2005, the Town's **HTE software programs were upgraded** to NaviLine, a Windows-based program. In conjunction with this upgrade, HTE also began its application service provider (ASP) duties to the Town. The initial transition to NaviLine was successful though several subsequent minor programming changes were later identified and then implemented by HTE over the course of the fiscal year. Accounting staff served as a capable resource to assist other departments in navigating the new NaviLine software.

In FY 2004, the Town Council commissioned a comprehensive utility rate study to analyze the Town's

current **water and sewer commodity rates and availability fees** and make recommendations for adjustments. A final report and presentation were given in February 2006. The consultant's proposed water and sewer rates for the period FY 2007 through FY 2009 recommended an average increase of 28 percent above the current rates. To mitigate the impact of such a large rate increase, the Town Council instructed the consultants to extend the study period through FY 2012 and develop a set of rates which, by the conclusion of FY 2012, will be adequate to financially sustain the Water and Sewer Fund. The FY 2007 budget takes the first step toward

adjusting the water and sewer commodity rates by increasing in the base and peak water and sewer commodity fees by three percent. This is the first water and sewer commodity rate increase since July 1, 1997.

The following are the FY 2006 and FY 2007 water and sewer commodity rates per 1,000 gallons metered:

	<u>FY 2006</u>	<u>FY 2007</u>
WATER:		
Base rate	\$1.92	\$1.98
Peak rate (first tier)	\$3.20	\$3.20
Peak rate (second tier)	\$3.75	\$3.86
SEWER:		
Base rate	\$3.12	\$3.21
Peak rate	\$1.56	\$1.60

Information Technology

In FY 2006, Information Technology installed a converged voice/data network for the new Herndon Police station. IP telephony used in other Town facilities has allowed the Town to leverage its investment in the Town's institutional network (I-Net) and redundant network infrastructure to provide a flexible, scalable and supportable telephone system.

During FY 2006, Information Technology continued to assist Town

departments in using **Geographic Information Systems (GIS)** to meet their business analysis and mapping requirements. In FY 2006, GIS was used widely to assist the Town Council, staff and general public in understanding complex issues such as the zoning ordinance rewrite project and the day worker center.

After years of gathering requirements, conducting market research, performing business process analyses and

proposing business process improvements, the Town was positioned to begin implementation of the software systems to support its **Customer Relationship Management (CRM)** efforts. In FY 2006, the Town Council authorized staff to issue a request for proposals (RFP) to meet the Town's CRM vision. Late in FY 2006, the RFP was released and staff anticipates recommending a contract award early in FY 2007.

Neighborhood Resources

The **Neighborhood Resources Department** is responsible for proactively implementing community, neighborhood and housing related resources and services in collaboration with other Town departments and operations, Fairfax County and other agencies, community organizations, schools, churches, businesses and citizens to create a sense of community and enrich the quality of life in the Town's residential areas.

The **Neighborhood Resource Center (NRC)** continues to be used by Fairfax County agencies, non-profit organizations and volunteers in order to provide health, human and educational services. Approximately 8,500 area residents were served in FY 2006. Additionally, numerous

homeowner associations and community groups held meetings in the facility. Educational seminars regarding home improvement and ownership also were offered throughout the year. The Town and Fairfax County were successful in completing a 919 square foot expansion of the NRC, which came on line in October 2005.

The Neighborhood Resources Department continued its community building, outreach and collaboration efforts in FY 2006 with such projects as facilitation of the sixth annual Herndon Neighborhood College, to foster neighborhood leadership and involvement; sponsorship of the sixth annual Community Day and Housing Fair; and facilitation of activities with

the Herndon Community Association Coalition (HCAC), which played a pivotal role in the Town's Zoning Ordinance update. In the area of residential improvement, the Neighborhood Resources Department provided homeowner and homebuyer resources in the form of seminars, direct outreach and technical assistance, and the department worked with other Town agencies in neighborhood database development and neighborhood enhancement.



FY 2006 FAST FACTS

- ?? **16** Students Graduated from the Herndon Neighborhood College
- ?? **325** New Residents Attended 'Welcome to Herndon' Seminars at the NRC
- ?? **24** Health, Human and Educational Programs Offered at the NRC
- ?? **52** Businesses and Organizations Sponsored the 6th Annual Community Day & Housing Fair
- ?? **11** Neighborhoods Participated in Neighborhood Celebration Month

Public Information



Following a three month vacancy in the one-person Public Information Department in fall 2005, a new Public Information Officer (PIO) was appointed in January 2006. The new PIO was charged with expanding on the Town's successful public information programs as well as creating new programs where appropriate.

An immediate focus has been in the area of **media relations**, with the development of segmented, up-to-date media lists that reach local, regional, broadcast, municipal and Hispanic news outlets; the development of messages/talking points for interview subjects; and increased monitoring and reporting of media coverage via a weekly Clip Report, distributed to the Mayor, Town Council and key staff. The Town received

unprecedented national media attention in FY 2006 as a result of the day worker site conditional use permit as well as the May 2006 Town elections; CBS Evening News, the *Wall Street Journal*, the *Washington Post* and national wire services were among the outlets covering news in Herndon.

Print materials

developed through the Public Information Department in FY 2006 included the annual "At Home in Herndon" Town Calendar, the annual budget summary distributed to all households in April 2006 and the annual report executive summary. The Town's official newsletter, published the first Friday of each month in the *Herndon Observer*, received a new look and a new name – "Talk of the Town" – to align the publication more closely with the newspaper's design

and to make better use of graphic elements such as photographs. Topics covered in FY 2006 in the Mayor's quarterly "At Home in Herndon" newsletter, mailed to citizens via their water bills, included an FAQ on the Day Worker issue, a roundup of 2006 projects and events and an outline of participation opportunities relating to Neighborhood Celebration Month.

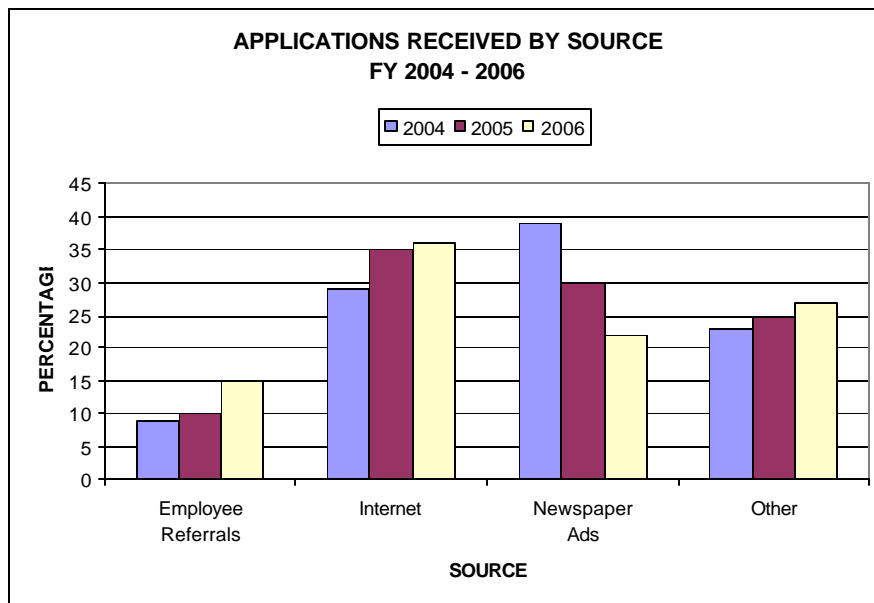
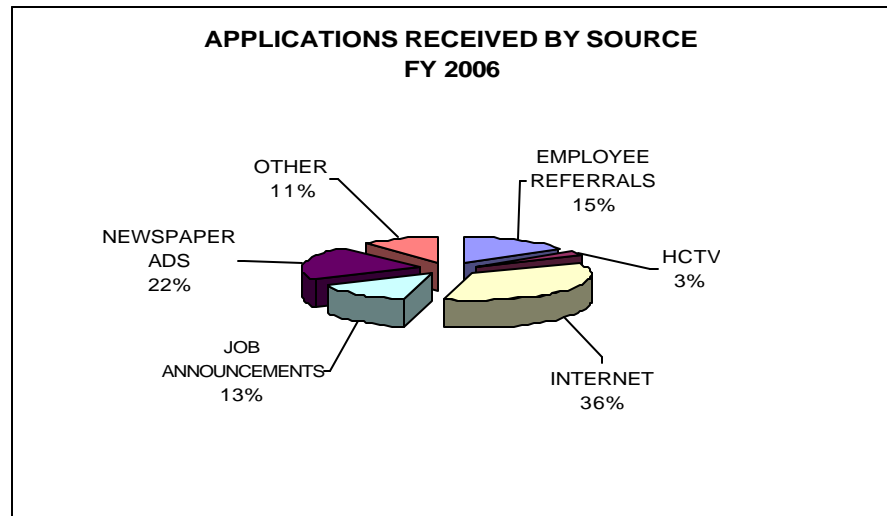
Working in conjunction with Information Technology, Public Information convened an inter-departmental task force in FY 2006 to evaluate the Town's **website** with an eye toward enhancing its content and design. The task force began its work on recommended changes in FY 2006 and anticipates completion of the project in FY 2007.

FY 2006 FAST FACTS

- ?? **69** News Releases Issued
- ?? **23** Media Advisories (Event Announcements) Issued
- ?? **4** Broadcast Public Service Announcements Issued
- ?? **51** Media Outlets Regularly Receiving Town News
- ?? **478,071** Visitors to Town website, www.herndon-va.gov

Human Resources

Recruitment of qualified candidates to fill open and new positions within the Town remained at high levels during FY 2006. In particular, a significant amount of effort was invested in recruiting and selecting for positions in Public Works, Community Development, Finance and the Police Department. The Department of Human Resources worked closely with



all departments to utilize more creative and effective recruitment sources.

Increasingly, applicants are learning of job opportunities online, with 36 percent of job applicants in 2006 citing the Internet as their source for Town employment information.

The Town continued its use of **alternative sources of labor**, including college interns in the Police Department and Department of Human Resources. A dedicated Police Support Team put in over 2,750 volunteer hours. Additionally, numerous volunteers assisted the Town in various capacities, including the completion of

FY 2006 FAST FACTS

- ?? **262** - Regular Status Full and Part-Time Town Employees
- ?? **8.9** Years – Average Length of Service
- ?? **818** Employment Applications Processed
- ?? **5** Employees Retired
- ?? **4.2** Percent Average Pay-for-Performance Salary Increase
- ?? **13** Employees Completed College Level Courses Through Educational Assistance Program
- ?? **146** Employees Participated in Deferred Compensation Plan

office tasks, grounds maintenance, preparation of reports, instruction at the community center, assistance at the Herndon Festival and operation of the golf course. Excluding volunteers at the Herndon Festival, the Town benefited from approximately 5,300 hours of alternative labor in FY 2006. The value of this labor was approximately \$42,500.

During FY 2006 additional steps were taken toward the development of a **career development** and succession planning program.

Each employee completed an individual employee development plan from which a database was constructed consisting of employee skills, education and training, the employee's career goals and training needs to meet those goals.

In July 2005 Town Council directed staff to complete a **classification and compensation study** for non-sworn employees during FY 2006. Progress on the employee development program was temporarily put on hold pending completion

of the compensation and classification study. As part of the study, the consultant assessed the opportunities for career advancement within the Town.

Once the compensation and classification study is presented to Town Council, an employee development program will be formalized and a recognition and rewards component will be developed and implemented as an incentive for employees to seek career development.

Town Attorney

The Town Attorney provided staff support and legal advice to the Mayor and Town Council in the development, adoption, and distribution of the 2006 Legislative Program, to include the adoption of a resolution seeking legislation by the Virginia General Assembly to require developers to pay a pro rata share of costs to underground utilities in a prescribed area of the Town and to increase the maximum allowable civil and criminal penalties for zoning violations.

The Town Council adopted **36 ordinances and 18 resolutions** drafted or reviewed by the Town

Attorney during FY 2006, on issues ranging from anti-solicitation to relocation of the "Yellow House." Additionally, the Town Attorney's office is actively exploring new and different ways of handling over-occupancy cases, including spot blight and public nuisance laws. The Town Attorney redrafted the zoning violation form and updated procedures to ensure violations are abated in a timely manner.

The Town Attorney's office stepped up its involvement in criminal prosecution of over occupancy cases and is supporting the prosecution of anti-solicitation cases involving regulation of

FY 2006 FAST FACTS

- ?? **268** Legal Instruments Prepared
- ?? **82** Ordinances or Resolutions Prepared
- ?? **397** Citizen Inquiries Handled
- ?? **24** Documents Notarized
- ?? **11** Opinions Written

day work solicitation. And the Town Attorney continued to oversee the program instituted four years ago to bring petitions of interdiction against habitual drunkards in the Town of Herndon, to prevent them from buying or possessing alcoholic beverages.

Town Clerk

FY 2006 FAST FACTS

- ?? **23** Regularly Scheduled Public Hearings of the Herndon Town Council
- ?? **24** Town Council Work Sessions
- ?? **156** Legal Advertisements of Public Hearings Published
- ?? **163** Resolutions Acted on by Town Council
- ?? **50** Ordinances Acted on by Town Council
- ?? **127** Years for Which Public Meetings Minutes are Available on the Town's Website

The Town Clerk's office worked closely with the Fairfax County Electoral Board, the Department of Parks and Recreation and the Public Information Office to coordinate the **May 2006 Town election**. Following the election, the Town Clerk's office assumed primary responsibility for coordination of the swearing-in ceremony, ensured that all transitional documents were in order and attended to the myriad details involved in transitioning in the new Mayor and Town Council.

The Town Clerk's office managed the administrative process regarding the FY 2007 Budget

deliberations, revamping the "Q&A" paper used by the Mayor and Town Council into a workable format that was extremely well-received. The Clerk's office also coordinated logistics for the public hearings in summer 2005 relative to the day worker assembly site, a process that accommodated hundreds of citizens who came out to testify.